



## CITY OF DUNWOODY

41 Perimeter Center East, Suite 250  
Phone: 678.382.6700 • Fax: 770.396.4705  
[www.dunwoodyga.gov](http://www.dunwoodyga.gov)

### IMPORTANT LICENSE RENEWAL INFORMATION



**If you have had a change with the Licensee/Applicant/Change of Ownership, STOP HERE** and contact the City of Dunwoody Licensing before November 13, 2010 to obtain a new Alcohol Beverage License Application and instructions for fingerprinting and completion of a background investigation for the new licensee.

This letter serves as official notification that alcohol license renewals for 2011 must be obtained online by visiting our website at [www.dunwoodyga.gov](http://www.dunwoodyga.gov). The renewal forms are located under the header for Businesses. Please follow the drop down to Alcohol Licenses. Please print the form and complete it in its entirety. The renewal form and payment can be mailed to 41 Perimeter Center East, Ste 250, Dunwoody, GA 30346.

Alcoholic Beverage Licenses are not transferable and any change of ownership, not authorized by the City's Code of Ordinances automatically cancels the last alcohol license issued to your business. If there were no ownership or licensee changes, please fully complete the renewal application and mail it back to us with a cashier's check or money order for the exact amount due. The licensee on record with our office must sign and notarize the renewal application. (Note: If changes in licensee, location, and/or ownership have occurred, please contact our office via the numbers referenced below.)

Failure to fully complete the alcohol renewal application will delay processing of your renewal because incomplete application(s) will be mailed back to the business operator to be fully completed. In addition, given that all alcohol licenses must be tied to an active business license account, all alcohol renewal applicants must have renewed their **Business License Certificate for 2010 prior to the completion of the 2011 Alcohol Renewal Process and the release of the alcohol license.**

Applicants must submit the renewal application and payment of the license fees by November 30th for the next year. Renewal applications and payment of the 2011 license fees must be received in our office before 5:00 p.m. local time, or postmarked by the Postal Service no later than November 30, 2010 to avoid assessment of a ten percent (10%) late payment penalty and interest charges of one percent.

No renewal of an alcoholic beverage license shall be accepted after December 31, 2010. Any previously licensed business that fails to renew by December 31st will be required to reapply as if no previous alcohol license had been issued. Selling of alcoholic beverages on an expired license or without a license subjects the licensee and business to denial of a new or renewal license.

**Remember...** Georgia Law requires that a State License must be obtained/renewed before any alcoholic beverage can be served or sold in the City of Dunwoody. You may contact the Alcohol and Tobacco Division of the Georgia Department of Revenue by:

- Phone at (404) 417-4490
- Internet- <http://www.etax.dor.ga.gov/alcohol>
- Mail-Georgia Dept. of Revenue  
Registration and Licensing  
P.O. Box 49512  
Atlanta, GA. 30359-1512

If you have any questions concerning alcohol license renewals, please contact licensing staff at 678-382-6700 or by email at [karine.roy@dunwoodyga.gov](mailto:karine.roy@dunwoodyga.gov).

Sincerely,  
Christopher Pike, CPA  
Finance Director